

**REQUEST FOR PROPOSALS FOR ON-SITE DROP IN DAY CARE SERVICES**  
**SCDSS/FIA/09-001-S**  
**Pre-Proposal Conference**  
**February 5, 2009 11:00 AM**

**Attendees:** Joyce Cottman, Procurement Officer Somerset County DSS  
Lola Piskor, Procurement Office Somerset County DSS  
Elaine Warwick, Secretary to Somerset County DSS Director (Transcriber)  
Rhonda Wartman, Elizabeth Cooney Agency  
James Redditt, DHR Procurement Division (via Conference Call)

**Welcome:** Joyce Cottman, Procurement Officer

**Introductions** – Attendees

**Review of Request for Proposal Sections**

- **Section I – Objective of Proposals** – Lola Piskor
- **Section II – General Information** – Joyce Cottman
  - **Living Wage** – James Redditt
  - **DHR Hiring Agreement** – James Redditt
- **Section III – Specifications** – Lola Piskor
  - 1) Background of Program
  - 2) Scope of the Project
  - 3) Offeror and Contractor Requirements
  - 4) Deliverables
  - 5) Contractor's Project Manager
  - 6) Post-Award Orientation Conference
- **Section IV – Requirements for Proposal Preparation** – Joyce Cottman
  - 1) Two-Volume Submission Process
  - 2) Transmittal Letter
  - 3) Technical Proposal Submission
  - 4) Forms to be submitted with Proposals
- **Section V – Evaluation Procedures** – Joyce Cottman

**Questions from Vendors** – (Questions and Responses Attached)

**Conference concluded at 12:05 PM.**